

**REQUEST FOR EXEMPTION FROM INFORMATION TECHNOLOGY (IT)  
REQUIREMENT IN MPR 2800.2 REV F**

SECTION 1: REQUESTER			
REQUESTING ORGANIZATION:	REQUESTER:	REQUISITION NUMBER:	DATE:
ORGANIZATION IT MANAGER:			DATE:
SECTION 2: STATE THE REQUESTED EXEMPTION(S)			
<p>2.2.2 Obtain exemption approval from OCIO prior to acquiring or procuring IT products or services from a source other than OCIO-managed IT support contracts.</p> <p>Other (state the requirement number and requirement from MPR 2800.2 Rev F).</p>			
SECTION 3: JUSTIFICATION			
Choose all that apply:			
<input type="checkbox"/>	A. A Special requirement that cannot be satisfied by current equipment offerings,		
<input type="checkbox"/>	B. A new or enabling technology or capability that is currently not available,		
<input type="checkbox"/>	C. A unique adaptation of an existing capability that is not offered,		
<input type="checkbox"/>	D. Special consideration regarding accessibility of system capabilities (508-related),		
<input type="checkbox"/>	E. Special interface or compatibility requirements with existing systems already in use,		
<input type="checkbox"/>	F. A Federally mandated or NASA-specified compliance requirement that is not met by current equipment,		
<input type="checkbox"/>	G. A mission requirement that is not otherwise covered by one of the above items,		
<input type="checkbox"/>	H. Other (describe).		
SECTION 4: APPLICABILITY, IMPACTS, AND CONDITIONS (IF ANY)			
SECTION 5: OCIO APPROVAL			
REQUIRES CIO APPROVAL:  YES      NO	FUNCTIONAL IT MANAGER		DATE:
	CIO, OR DESIGNEE (SIGNATURE REQUIRED FOR YES CHECK BOX):		DATE:

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### INSTRUCTIONS

1. This form should be completed by MSFC organizations requesting approval from the OCIO for an exemption to the requirement in MPR 2800.2F Section 2.2.2 which states that Directors/Managers, or designees, and/or Designated Responsible Personnel shall:  
“Obtain exemption approval from the OCIO prior to acquiring or procuring IT products or services from a source other than OCIO-managed IT support contracts.”
2. If an organization is requesting an exemption from a requirement other than that stated above, they should specify the specific requirement in Section 2 of this form.
3. Complete Sections 1, 2, 3, and 4 of this form and forward it to their IT manager for review/approval.
4. Once the IT manager has reviewed and approved the exemption request, it should be forwarded to the OCIO IT Functional Manager for approval.
5. This form is not required to purchase:
  - a. Hardware items with a value under \$500 and that have no IP address capability. This includes, for example, keyboards, USB memory sticks, mouse devices, cabling, hard drives, and slave monitors.
  - b. Hardware items over \$500 or hardware items that have an IP address capability require exemption approval.
6. Once the required approvals have been obtained, this form should be attached to the acquisition, if required, and maintained by the requesting organization as proof the exemption has been granted.
7. Note: NASA Form 1778 may also be required for certain IT products/services provided under the Agency Consolidated End User Services Contract. See your IT Manager for further information.